

Executive Assistant (Volunteer) to the Victoria State President & Lead Candidate

Role Title	Executive Assistant to the Victoria State President & Lead Candidate
Basis	Full-time volunteer (unpaid), fixed term through the 2026 Victoria State Election campaign
Reports To	Victoria State President, One Nation (functional day-to-day)
Accountable To	General Manager, One Nation (governance and standards)
Works With	PHON National HQ, Victoria State Executive, campaign team, media office, Senator Pauline Hanson's office, Rikkie-Lee Tyrell MP.
Location	Victoria - mobile; based with the State President during the campaign period
Hours	Full-time equivalent, weekdays and weekends as the campaign requires, extended hours through the final weeks
Duration	Campaign starts through election day plus a two-week wind-down period

1. About the Role

The Victoria State President of One Nation is, at the same time, the Party's lead candidate at the forthcoming Victoria State Election.

Those two hats - party principal and lead candidate in a critical election cycle - pull in different directions every day of a campaign. The purpose of this role is to run alongside the State President and hold both together: a single point of coordination for his time, his commitments, his communications and his public appearances, so that he is in the right place, at the right time, prepared, briefed, and never blindsided.

This is a full-time volunteer role. It is an unpaid role.

The Party is looking for an experienced senior Executive Assistant who is willing to give the campaign the benefit of a CxO-level operating standard for the duration, in service of the Party, its members and its supporters - and to walk away at the end of the campaign knowing they have materially contributed to changing the political landscape in Victoria - permanently.

The role is high profile inside the Party and high consequence for the campaign. It reports functionally to the Victoria State President and is accountable, on standards and conduct, to the General Manager at National Headquarters

ROLE PURPOSE

To give the Victoria State President and lead candidate one trusted person managing the machinery of his day - diary, doors, phone, media handling, meetings and movements - to a standard that lets him focus entirely on leading the campaign and speaking to Victorians.

2. Key Responsibilities

2.1 Diary and time ownership

Take full ownership of the State President's diary. Nothing goes in without going through you; nothing comes out without going through you. In practice this means:

- Maintaining a single master diary that reflects, at any moment, where the State President is expected to be, with whom, on what topic, in what format, and by when he must leave to be at the next commitment.
- Building and issuing a rolling day-by-day activity and interaction plan - typically a fortnight forward - that balances lead-candidate campaign responsibilities against State President governance priorities and identifies the trade-offs before they become collisions.
- Holding the line on protected time: preparation, briefing, rest, family, media prep, travel buffers. These are not negotiable and are booked first.
- Managing all rescheduling requests, publicly and privately, with courtesy and finality. Requests are answered, not left open.

2.2 Gatekeeping - phone, email, in-person

Act as the single filter for inbound access to the Victoria State President.

- Triage all incoming phone calls to the Victoria State President's campaign line. Take messages, brief promptly, and route only what genuinely requires his voice.
- Monitor and manage the campaign inbox. Respond, delegate, or hold for his attention against a clear framework agreed with him at the start of each week.

- Manage in-person access. Members, supporters, donors, party officials, media, and members of the public all deserve to be treated with respect; the State President's time still has to be defended.
- Say no when no is the right answer. Do so firmly, diplomatically, and without leaving the requester feeling slighted or lectured.

2.3 Meetings and events

- Confirm attendees, venue, format, dress, timing, briefing pack, run sheet and travel for every meeting and event on the diary.
- Ensure a briefing note reaches the State President the evening before, or on the morning of, for every substantive commitment - names, background, purpose, desired outcome, sensitivities.
- Attend key meetings and events with the State President where required, take a discreet contemporaneous record, and follow up on actions the next morning.
- Coordinate with the Victoria State Executive, the campaign team, National HQ and, where relevant, the Senator's office, so that the State President arrives briefed and everyone at the meeting knows what has been agreed.

2.4 Media handling and public appearances

The State President is a public figure and, during the campaign, the face of the Party in Victoria. Media handling is not the State President's job on the ground; it is yours in coordination with the Party's media office.

- Manage all inbound media requests. Log them, acknowledge them, escalate them to the media office, and reply to the journalist within a stated timeframe.
- Coordinate with the PHON media office and the campaign team on every public appearance - press conferences, doorstops, community events, radio and television.
- Manage the physical environment of media appearances: arrival, positioning, timing, exit. The State President should never be in the position of hunting for the door.
- Ensure the State President is never surprised. If a journalist is expected, he knows before he arrives - publication, name, likely line of questioning, sensitivities.
- Refer all significant or contentious media approaches to the PHON media office for the coordinated Party response. Do not freelance.

2.5 Day-by-day activity and interaction plan

Produce and maintain a formal, written, day-by-day plan of the State President's activity and interactions across the campaign - updated daily, issued weekly to the Victoria State President and the campaign team, and copied to National HQ on a schedule to be agreed.

- Each day sets out: commitments, movements, briefing pack references, media exposure, expected outcomes, and the person or team leading each item.
- The plan balances campaign priorities (candidate appearances, doorknocks, community events, fundraising, media) with State President priorities (party governance, branch engagement, State Executive coordination, member correspondence).
- The plan is the document that lets the campaign manager, the media office, the State Executive and National HQ all see the same picture at the same time.

2.6 Confidentiality and discretion

- Handle Party, campaign, member and donor information at all times in accordance with the Privacy Act 1988 (Cth) and Party confidentiality expectations.
- **Political conversations, personal conversations and internal Party matters overheard in the course of the role stay in the role.** No exceptions.
- Sign a Volunteer Confidentiality Undertaking on commencement.

2.7 Working with National Headquarters

- Be the working-level point of contact between the State President's office and PHON National Headquarters on operational matters.
- Escalate governance, compliance, legal, HR or media risk matters promptly to the General Manager at National HQ. Do not attempt to resolve those matters at State level.
- Respect the authority lines set out in the Party Constitution and the Branch Establishment and Operations Guide - including the distinction between State Executive authority (state campaign) and National Executive authority (disciplinary, dissolution, vetting outcomes).

3. The Person We Are Looking For

STRONG FIT

A senior, likely recently retired, Executive Assistant with a career's worth of CxO or C-suite support experience, who is looking to donate that experience to a cause they believe in for the duration of the Victoria State election campaign.

3.1 Experience

- A demonstrable career at CxO / C-suite Executive Assistant level - CEO, Managing Director, Chair, Senior Partner or equivalent. The role is not a first EA role and is not a training opportunity.
- Experience running the diary and access of a person whose time is a scarce commodity and whose day contains public exposure and reputational risk.
- Experience coordinating with media, communications, or public affairs advisors. Prior political or campaign experience is welcome but is not required.
- Experience handling confidential information as a matter of course.

3.2 Attributes

- **Energy and enthusiasm** - the campaign runs at a pace and does not slow for anyone. Comfort with long weeks, occasional very late nights, and the physical logistics of campaigning is essential.
- **Exceptional attention to detail** - a wrong address on a diary invite is a lost hour of the State President's Day and, potentially, a lost media opportunity. Details are the job.
- **Firm but very diplomatic** - able to say "no", mean it, and leave the requester wanting to work with you again next week.
- **Discretion** - able to be trusted with information about the Party, members, donors, the campaign and the State President personally, and to keep it.
- **Judgement** - able to distinguish what needs the State President's eye, what needs the campaign manager, what needs National HQ, and what needs to be handled by you and closed out.
- **Loyalty to the Party and its values** - you do not have to be a card-carrying member on day one, but you will be by the end of the campaign, and you have to be comfortable being publicly associated with One Nation.

- **Physical stamina and mobility** - the role is mobile across Victoria in a campaign vehicle and includes on-the-groundwork at events. A current Victorian driver's licence is expected.
- **Technology fluency** - confident with modern calendar, email, messaging, and document management tools (Microsoft 365, mobile calendaring, secure messaging). The Party will not be teaching software during the campaign.

4. What the Party Offers

This is a volunteer role. The Party does not offer salary or wages. The Party does offer:

- A ringside seat at the most consequential Victoria State election campaign in history, working alongside the State President and lead candidate, and access to the strategic, media and organisational conversations that decide the result.
- Reimbursement of pre-approved out-of-pocket expenses reasonably incurred in the performance of the role - travel, accommodation on the road, meals when working through mealtimes - against receipts and in accordance with the Party's reimbursement procedures.
- The full support of PHON National Headquarters, the Victoria State Executive, the campaign team and the Party media office.
- Written recognition of service at the conclusion of the campaign, and - where sought - a written reference from the General Manager of One Nation and from the One Nation Victoria State President.
- The satisfaction of having materially contributed to the outcome of the 2026 Victoria State Election for One Nation.

5. Terms of the Volunteer Appointment

1. The appointment is a volunteer appointment and does not create an employment relationship, an independent contractor relationship, or any expectation of ongoing engagement with the Party after the campaign concludes.

2. The volunteer is subject to the Party's standard vetting and background check process (O.N.T.R.A.C.E.) as a precondition of appointment. This is a national process. Enquiries in respect of vetting outcomes are directed in writing to the General Manager personally.
3. The volunteer is required to sign a Volunteer Confidentiality Undertaking on commencement, and to comply with the Privacy Act 1988 (Cth) in relation to all personal information handled in the role.
4. The volunteer is required to act at all times in a manner consistent with the Party Constitution and any other governance framework issued by the General Manager, The State Executive or the National Executive.
5. The appointment may be ended by either the volunteer or the Party at any time on reasonable notice. The Party reserves the right, in serious matters, to end the appointment without notice, consistent with the Party's conduct framework.
6. Out-of-pocket expenses reasonably incurred and pre-approved will be reimbursed against receipts.

6. Expressions of Interest

Expressions of interest are open to Party members and to non-members. Applicants who are not currently members will be asked to take out membership before commencement.

To apply, please provide the following, in one PDF or MS Word document, to the General Manager at the address below:

- A brief cover letter (one page) setting out why the role interests you and confirming your availability for the full campaign period.
- A current curriculum vitae, focusing on your senior EA experience.
- Contact details for two professional referees - ideally executives you have supported directly.
- Confirmation that you hold a current Victorian driver's licence and are willing to travel across Victoria for the duration of the campaign.
- Any matter you would wish disclosed to the Party at the outset of the vetting process

Applications:

onenation.org.au/careers

Applications are treated as strictly confidential

NOTE

This is a critical role at a critical time. It is high profile inside the Party and it will be visible to media, members and On Nation supporters. The Party will fill it only when it finds the right person. If the description above reads like the role you have performed in - and you have the energy to run one more campaign at that standard - the Party would very much like to hear from you.